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Subject: Learn how to organize your electronic files - NARA Webinar - Wed. 4/02/14 @ 11am to noon in 7B

Hello Records Coordinators,

I posted an [announcement](#) on the InfoPage about this session. Please share with your Office/Unit and join us for this session. I attended the one last month and it was very helpful. If anyone needs to attend remotely, please let me know. Hope to see you there!

The National Archives and Records Administration is putting on a “no-nonsense” webinar on organizing electronic files on the Shared Drive.

Let's Get Organized! Setting up your Electronic Files

Tune in to this session on getting your electronic files organized. Common sense methods, simple to employ will be explained in this webinar that covers creating file structures that help you manage your electronic records. File structures that tie into retention requirements and make everything easier to find.

Reminder: If you have In-House Records Destruction Forms for tomorrow's shredding, please get them in to me by COB today. Thanks!

Thank you,

Joyce Aoyama
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